



Baltimore City Department of Human Resources

Elliott L. Wheelan, Director of Human Resources

Martin O' Malley, Mayor

EXAMINATION FOR: ASSISTANT COORDINATOR OF PRESCHOOL PROGRAMS

SALARY: \$44,100 – \$53,600 **GRADE:** 114

CLOSING DATE: August 1, 2003 is the last day to file an application.

POSITION: An Assistant Coordinator of Preschool Programs assists in planning and directing programs related to preschool children including Head Start and day care programs.

The eligible list may be used to hire persons as vacancies arise.

MINIMUM QUALIFICATIONS: On or before the date of filing the application, each candidate must:

Have a bachelor's degree from an accredited college or university;

AND

Have three years of experience in social program, health or education administration, coordination or planning including one year of such supervisory responsibilities as disciplining, evaluating the performance of and recommending the hiring, firing and promoting of others;

OR

Have an equivalent combination of relevant education and experience in social program, health or education administration, coordination or planning including one year of such supervisory responsibilities as disciplining, evaluating the performance of and recommending the hiring, firing and promoting of others.

SELECTION PROCESS: All candidates indicating the minimum qualifications on their applications will be placed on the eligible list without further examination. The training and experience of each candidate will be evaluated for appropriateness and quantity. It is essential, therefore, that you give complete and accurate information on your application. Vagueness or omission may prevent you from being considered for this position. Qualified candidates will not be listed in rank order.

FOR YOUR CONVENIENCE: Applicants may also obtain and submit applications for this title at the following location:

Baltimore City Department of Housing and Community Development
Personnel Division
417 East Fayette Street
Room 201
Baltimore, Maryland 21202

82135 (040897) 114 U (3) Q
KMT/ mk POSTED: 7/21/03

Apply to: Baltimore City Department of Human Resources · 201 East Baltimore Street · Suite 100 · Baltimore, Maryland 21202 · (410) 396-3860

For additional job opportunities information, call (410) 545-3875

For the Hearing impaired: TTY 396-4930

An Equal Opportunity Employer

www.baltimorecity.gov

(see reverse side)

APPLICATIONS: Applications may be obtained by mail or in person from the Baltimore City Department of Human Resources, 201 East Baltimore Street, Suite 100, Baltimore, Maryland 21202.

PHYSICAL EXAMINATION: Eligible candidates must pass a job-related physical examination administered by the City.

TESTING FOR DRUGS: Effective October 1, 1994, the City's pre-employment physical examination for all applicants will include substance abuse testing. Substance abuse testing shall also be required prior to promotion to a sensitive job classification.

ELIGIBILITY: Qualified candidates will be considered for vacancies as they arise, for a period of at least one year. The decision of the Director of Human Resources with respect to acceptable minimum qualifications is final.

SERVICE FEE: City employees who are represented by a union will be required to become union members or to pay a service fee as a condition of continuing employment after completion of a probationary period.

PROBATION: All persons, including current City employees, selected from an eligible list resulting from this examination will be on probation for six months.



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